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IDENTIFIERS *Special Needs Students

ABSTRACT

This unit, one in a series of packets of teacher and student materials for cooperative occupational education (COE) designed for special needs students, is intended to introduce students to various methods of finding information about jobs that are available. Each unit will probably require more than a single period of instruction. Instructor materials include performance objectives (unit and specific objectives), suggested activities for teacher and students, supplemental activities, a list of instructional materials included in the unit and additional references, information topic sheets, a key to the unit review, and transparency masters. Contents of the package of student materials are unit objectives, information topic sheets (one sheet for each topic covered in the unit), assignment sheets for each information topic, and a unit review. This unit provides material on four information topics: finding job opportunities, using help wanted ads in newspapers, using employment agencies, and knowing how friends, relatives, and neighbors can help a person find a job. (YLB)

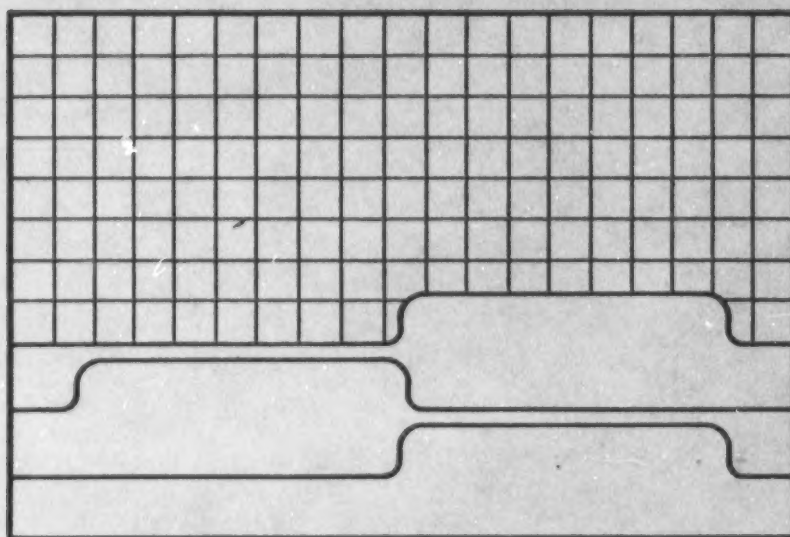
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ED234246

Cooperative Occupational Education Instructor Material

and Student Material

Unit 7 Finding Job Opportunities



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CE037022

INSTRUCTOR

COURSE TITLE - COOPERATIVE OCCUPATIONAL EDUCATION

SECTION A - FINDING AND GETTING A JOB

UNIT - 7: FINDING JOB OPPORTUNITIES

UNIT OBJECTIVES

This unit introduces students to various methods of finding information about jobs that are available. Methods introduced are those that are commonly used by individuals in a job search. Students should be good at using want ads if they are to be successful in their job search.

SPECIFIC OBJECTIVES

1. List six kinds of information found in help wanted ads.
2. Identify two types of employment agencies.
3. Explain how friends, relatives, and neighbors can help find jobs.
4. Explain why calling on many employers helps find jobs.

FINDING JOB OPPORTUNITIES

UNIT 7

SUGGESTED ACTIVITIES

I. Instructor

- A. Prepare transparencies (TM 7-1, TM 7-2, TM 7-3, TM 7-4).
- B. Collect newspapers and telephone books for class use.
- C. Contact representatives from a private employment agency and the Missouri Employment and Security Division for a visit with the class.
- D. Discuss objectives.
- E. Discuss Information Topics (IT 7-1, IT 7-2, IT 7-3, IT 7-4).
- F. Discuss and review Assignment Sheets (AS 7-1, AS 7-2, AS 7-3, AS 7-4).
- G. Administer and evaluate unit review

II. Student

- A. Read and discuss unit objectives.
- B. Read and discuss Information Topics.
- C. Complete Assignment Sheets.
- D. Review Assignment Sheets.
- E. Complete unit review.

INSTRUCTIONAL MATERIALS

I. Included in this unit

- A. Objective sheet
- B. Information Topic sheets
 - 1. IT 7-1: What You Should Know About: Finding Job Opportunities
 - 2. IT 7-2: What You Should Know About: Help Wanted Ads in Newspapers
 - 3. IT 7-3: What You Should Know About: Employment Agencies
 - 4. IT 7-4: What You Should Know About: How Friends, Relatives, and Neighbors Can Help You Find a Job

C. Transparency masters

1. TM 7-1: Contents of Help Wanted Ads
2. TM 7-2: Private Employment Agencies
3. TM 7-3: Division of Employment Security
4. TM 7-4: Pounding the Pavement

D. Assignment sheets

1. AS 7-1: What You Have Learned About: Finding Job Opportunities
2. AS 7-2: What You Have Learned About: Help Wanted Ads in Newspapers
3. AS 7-3: What You Have Learned About: Employment Agencies
4. AS 7-4: What You Have Learned About: How Friends, Relatives, and Neighbors Can Help You Find a Job

F. Unit review and key

II. References

- A. Blackledge, W. L. and E. H. Blackledge. The Job You Want - How to Get It. West Chicago, IL: South-Western Publishing Co., 1983.
- B. Getting Your Foot in the Door: Employability Skills, Volume II. Albany, NY: New York State University, 1982.
- C. Kirshner, J. A. How to Find and Apply for a Job. West Chicago, IL: South-Western Publishing, Co., 1982.
- D. Randall, F. Getting a Job. Belmont, CA: Pitman Learning Inc., 1978.
- E. Schneider, B. Getting and Holding a Job. Phoenix, NY: Frank E. Richards Publishing Co., 1974.
- F. Woodin, R. J. Succeeding On Your First Job: Locating Your Job. Columbus, OH: Ohio State University, 1977.
- G. You're Hired: Getting the Right Job for You. Richmond, VA: Virginia Commonwealth University Learning Center, 1972.
- H. Hire an Employment Agency to Find You a Job. Washington, DC: The Kiplinger Magazine, 1971. (teacher guide, pamphlets, transparencies)
- I. Finding a Job through the Newspaper. Albany, NY: Delmar Publishers, 1970. (programmed learning materials, student manuals)

- J. Finding and Getting a Job. Chicago: Society for Visual Education, Inc., 1974. (filmstrip)
- K. Job Orientation. Bronx, NY: Mlday Publishing Co., 1973. (teacher guide, student manual, transparencies)
- L. Job Hunting: Where to Begin. Pleasantville, NY: Guidance Associates, 1972. (teacher guide, filmstrips, records)

FINDING JOB OPPORTUNITIES

UNIT 7

- I. How Help Wanted Ads in Newspapers Help You Find Jobs (IT 7-1) (TM 7-1)
 - A. Help wanted advertisements are a good source of information about the job market.
 - B. Help wanted ads can provide information about salaries that are being paid for different kinds of work.
 - C. Ads are a good source of information about qualifications needed for various types of employment.
 - D. Ads also give information concerning who, what, where, when and how to contact an employer for jobs.
 - E. Help wanted ads should be answered quickly.
- II. How Employment Agencies Help Find Jobs (IT 7-2) (TM 7-2, TM 7-3)
 - A. Public agencies are established subject to state and federal laws.
 - B. Public agencies are operated by every state for the residents of that state.
 - C. The state employment service does not charge for its services.
 - D. State employment services provide services to employers and prospective employers.
 - E. Private agencies are businesses operated for a profit.
 - F. Private agencies charge for their services. The fee is paid by the client that uses the services of the agency.
 - G. The fee charged by a private employment agency is usually based on the salary a particular job pays.
 - H. A client must sign an agreement with a private agency when s/he wishes to utilize its services.
 - I. Both types of agencies sometimes administer tests to determine clients' abilities and/or aptitudes prior to referring them to jobs.
 - J. Both types of agencies try to match their clients to appropriate jobs.
 - K. Private agencies usually deal only with skilled individuals. State employment services work with skilled and unskilled clients.
- III. How Friends, Relatives, and Neighbors Help to Find Jobs (IT 7-3) (TM 7-4)

- A. Securing job information from friends, relatives, and neighbors is one of the two best methods of finding a job.
- B. Working acquaintances are involved in the business world and have access to job information. They can be influential in the hiring process.
- C. Employees usually know about job openings in their firms before people on the outside.
- D. The effect of utilizing friends, relatives, etc. can be cumulative. Friends have other friends, and one job lead can lead to another.
- E. Students should be encouraged to use this method when they are qualified for the job they are seeking.

IV. Pounding the Pavement (IT 7-4)

- A. Another of the two best methods of securing employment is pounding the pavement.
- B. The process is time consuming and often frustrating to the job seeker.
- C. Using this method can be difficult since the job seeker is not aware of job openings at the companies visited and usually does not know anyone connected with the firms visited.
- D. When using this method the job seeker should decide in advance the type of work s/he is seeking.
- E. The key to using this method is preparation.
 - 1. Decide on type of job.
 - 2. Find the names and addresses of firms that would offer this type of job.
 - 3. Determine how to get to the firms.
 - 4. Be prepared to wait.
 - 5. Do not be frustrated.
- F. The job seeker should make as many contacts as possible. The more contacts made, the better the chances of finding employment.

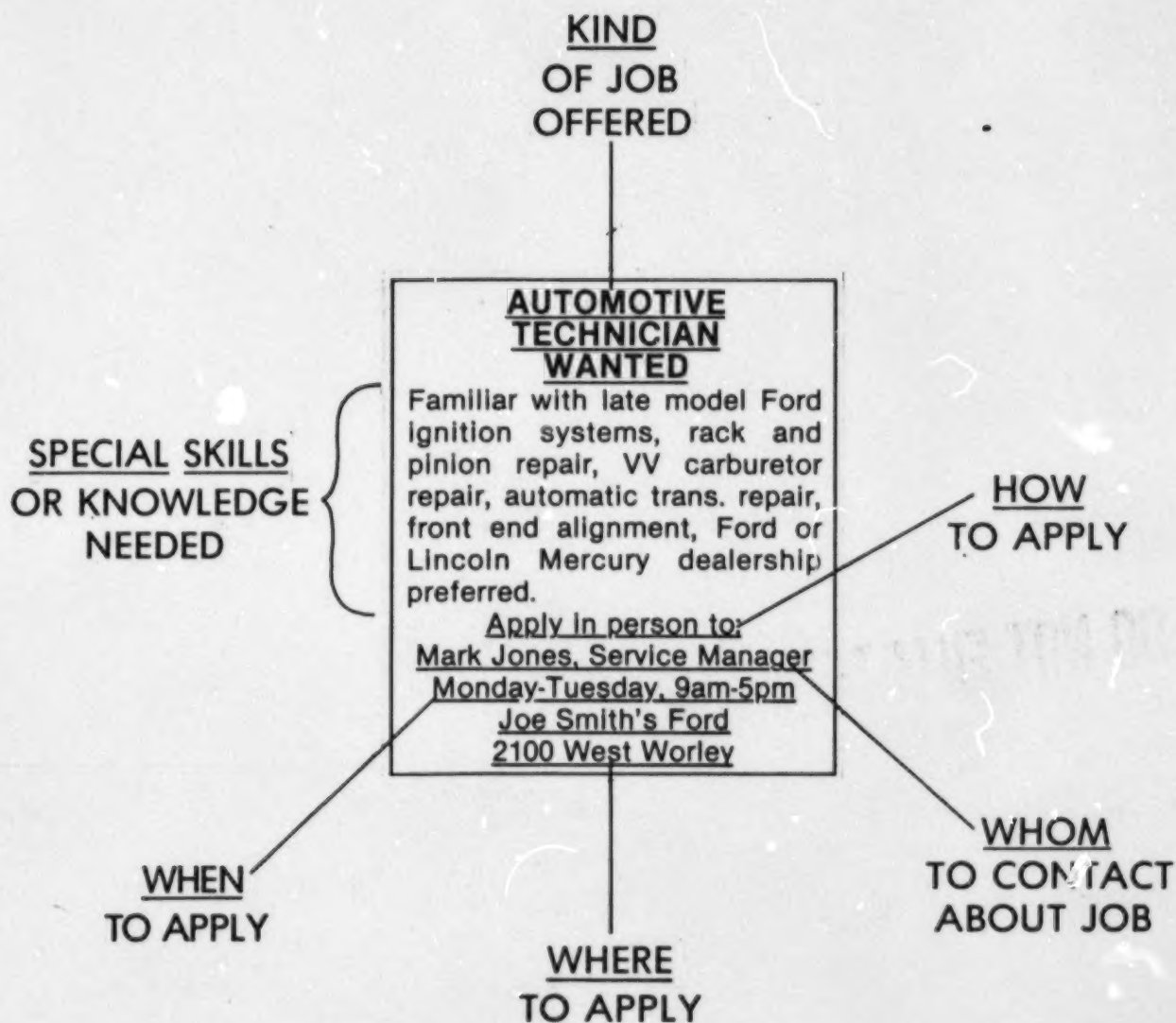
FINDING JOB OPPORTUNITIES

UNIT 7

KEY TO UNIT REVIEW

- A.
 - 1. job title
 - 2. job duties
 - 3. how to apply
 - 4. whom to contact
 - 5. when to apply
 - 6. where to apply
- B.
 - 1. fee
 - 2. prepare
 - 3. source
 - 4. free
 - 5. unskilled
- C.
 - 1. a
 - 2. b
- D. X in front of 1, 3, 5, 6

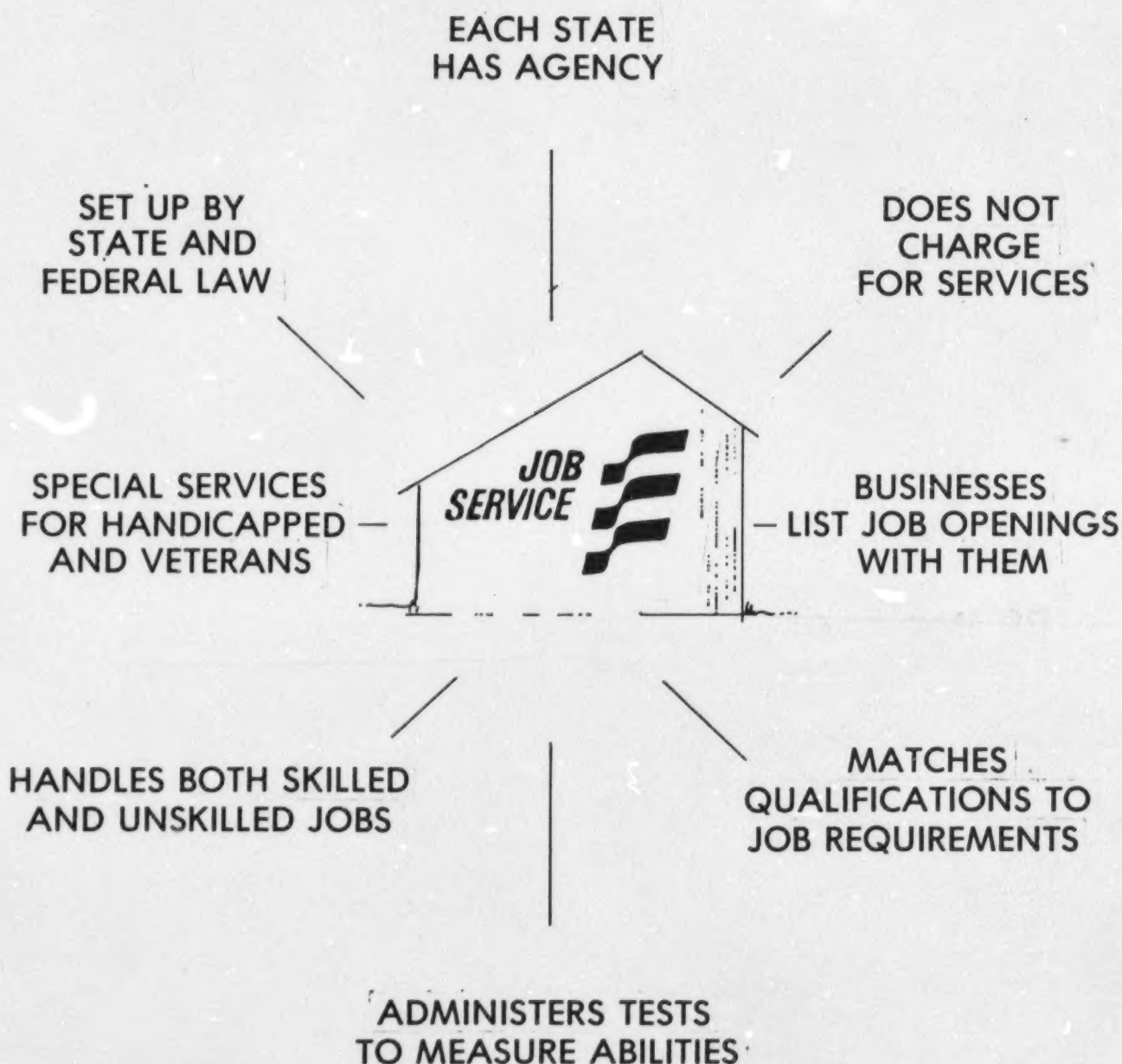
CONTENTS OF HELP WANTED ADS



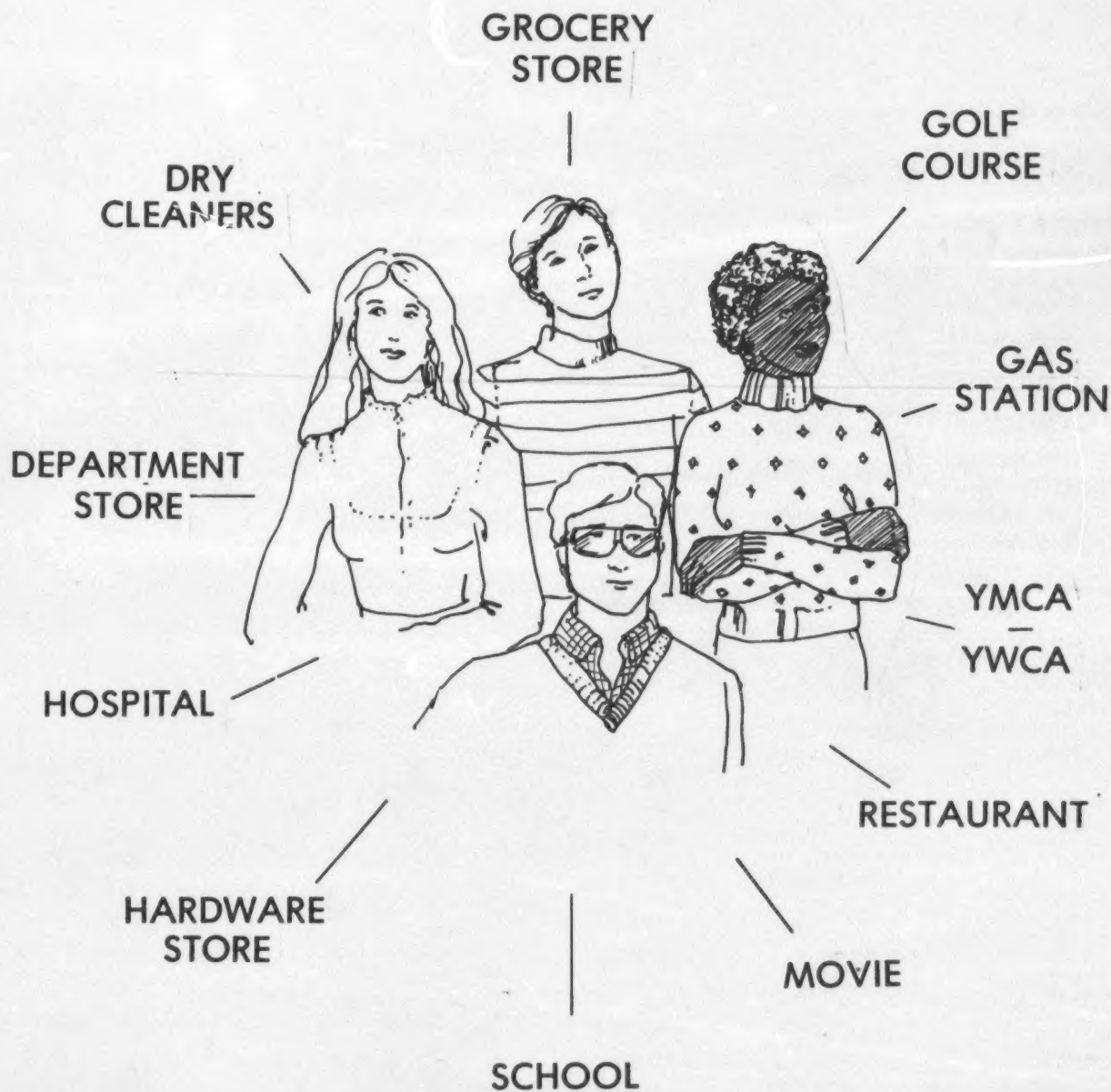
PRIVATE EMPLOYMENT AGENCIES



DIVISION OF EMPLOYMENT SECURITY

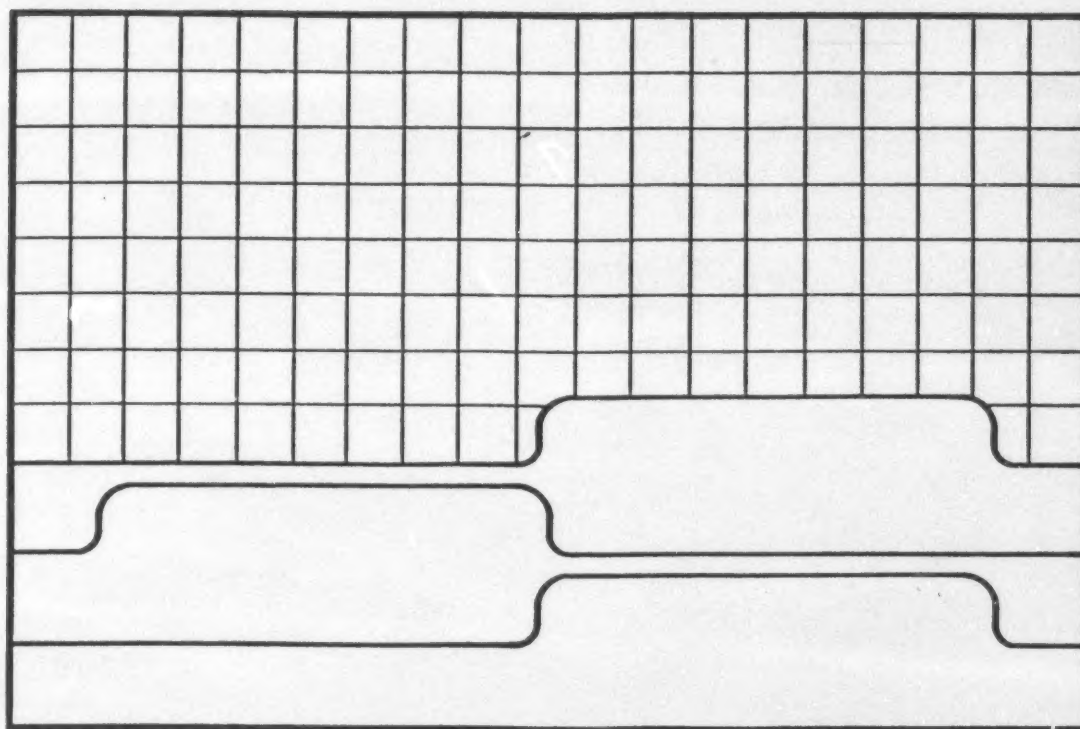


POUNDING THE PAVEMENT



Cooperative Occupational Education
student material

Unit 7
Finding Job Opportunities



Developed by:
The Instructional Materials Laboratory
University of Missouri-Columbia
In Cooperation With
Vocational Special Needs • Department of Elementary and Secondary Education
Jefferson City, Missouri

Finding Job Opportunities

After completing this unit, you will be able to:

- List six items of information that help wanted ads contain.
- List two types of employment agencies.
- Explain how friends, relatives, and neighbors can help you find a job.
- Explain how calling on many employers helps you find a job.



Introduction

Unit 7 will show you some of the most common ways you can find out about jobs. It will help you become more skillful in locating jobs by looking in newspaper want ads, visiting employment agencies or contacting employers directly.

What You Should Know About: Help Wanted Ads in Newspapers

One way to find out about jobs is to read help wanted ads in the newspaper. Want ads are the most common way to look for jobs. The ad itself usually tells you everything you need to know to apply for a certain job.



A help wanted ad will tell you what kind of job is being advertised.

HOMEMAKER: Mature individuals experienced in housekeeping, 18 years and older who have gained good homemaking skills and bedside skills and are sincere about caring for the elderly and handicapped. Paid training, part-time, car required, mileage paid, E.O.E. 449-0005.

AD 1

BRANCH MANAGER TRAINEE
Immediate opening with Emissary Limited, a 275-year-old internationally known German winery. Ours is an exclusive guaranteed high quality product. Wine experience not necessary. Start as a wine consultant. Those who qualify will move into management slots as our growth is tremendous. Experience in direct sales helpful, but not required. Please call Mike Burke after 1 p.m. Monday at 816-468-4171.

AD 2

APPLY NOW

Taking Applications for
School Bus Drivers

Columbia
Public Schools
Rustman Bus Company
3511 Rt. PP
474-8473

AD 3

Write down the kind of job offered in each ad above.

Unit 7
Finding Job Opportunities

Want ads will also tell you if you need to have a special skill, be able to do a certain task, or have a special talent in order to apply for that specific job.

Read these want ads and write down any special abilities you would need for the jobs listed.

TWO Deputy Clerks: Responsible persons who can type 60 wpm, have good communication skills, enjoy public contact and can work independently. Contact Linda Wilkerson, Courthouse, 874-7565.

AD 4

FIELD SUPERVISOR/In-Home Service Program-Registered Nurses, retired or inactive. We are looking for you. Mostly office activities with some client contact. 20 hours/week at 4.00 hour, E.O.E. 449-0005.

AD 5

WANTED: Mature couple to manage large apartment complex in Columbia. Must have working knowledge of building skills; plumbing, heating, carpeting and electrical. Full-time, live on site with good benefits and salary. Send resume to P.O. Box 3-TM Columbia Daily Tri-

AD 6

The help wanted ad can tell you whom to contact for the job. Read these ads and write down the name of the person to contact.

TEXAS REFINERY Corp. offers plenty of money plus cash bonuses, fringe benefits to a mature person in the Columbia area. Regardless of experience, write F.Q. Sears, Pres., Box 711, Ft. Worth, Tx. 76101.

AD 7

**SALES
EXECUTIVE**

\$7500 PLUS

National video game manufacturer/distributor seeking sharp individual. Sales/management experience required. We offer:

UNLIMITED INCOME
NO OVERNIGHT TRAVEL
COMPLETE TRAINING
EXCLUSIVE TERRITORY
Call Mr. Christensen at 214-699-8098,
Monday-Tuesday.

AD 8

**LICENSED REAL ESTATE
AGENT**

needed to specialize in new home sales. For confidential interview call Ray Stockton at 875-0237 or 443-1169.



**STOCKTON &
ASSOCIATES**

AD 9

If a business wants you to apply in person, the ad will usually tell you where to go. Look at the ads below and list where you should apply.

NOW HIRING waitresses and cocktail waitresses. Apply in person between 2-4 p.m. weekdays. Midway Restaurant, I-70 and Fayette exit.

AD 10

SERVICE STATION ATTENDANT. 1 full time evenings, 1 part time evenings and weekends. Apply in person Tiger DX, 809 Business Loop 70 W.

AD 11

LOCAL AUDIO-VIDEO store looking for salesperson. Experience not necessary. Applications taken from December 31 to January 7. 1729 W. Broadway, Broadway Shopping Center.

AD 12

Help wanted ads can also tell you WHEN and HOW to apply for jobs. Write down when and how you should apply for the jobs in the ads below.

**DENTAL ASSISTANT/
DENTAL HYGIENIST**
Apply in person. Dr. James Hill, 301 W. Broadway. Please do not call, but apply in person at above address.

AD 13

**INDIVIDUAL
TO LEARN
MY BUSINESS**

Sales Manager of a national financial corporation is seeking an individual who has a strong desire to learn the workings of a successful corporation. This individual must be willing to accept training and have a desire to quickly accept major responsibility. Past sales experience preferable, but not necessary.
**CALL MONDAY ONLY
BETWEEN 9 A.M.-3 P.M.
MRS. SNEED: 314-657-0638**

AD 14

When To Apply: _____

How To Apply: _____

What You Have Learned About Help Wanted Ads in Newspapers

Help wanted ads have a lot of job information in a small space. Abbreviations, or short forms of words, are used. Read this sample help wanted ad.

FILE CLERK

Exp. nec., full- or part-time. Ampco Service Co., gd. sal., exc. work cond., refs. req., call Mr. Lake 222-1645.

The ad really says:

FILE CLERK

Experience necessary, full-time or part-time, Ampco Service Company. Good salary, excellent work conditions, references required. Call Mr. Lake 222-1645.

DIRECTIONS:

- A. Use the attached list of abbreviations to help you read this want ad. In the space below the ad, write each abbreviation and its meaning.

HELP WANTED

SALESPERSON. Mfr. of audio eqpt. needs aggressive salesperson. Min. 6 mo. exp. req., sal. 15,000/yr. Exc. co. benefits incl. vac. and sick leave. Some travel nec. Call Liz Wells 556-6612, ext. 4 for appt.

- B. Answer each of these questions about the help wanted ad above.

1. What kind of job is offered?

2. What is one requirement for the job?

3. How do you apply?

4. Whom do you contact?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

ABBREVIATIONS COMMONLY FOUND IN WANT ADS

Here is a list of words and their abbreviations that are often found in help wanted ads. Knowing them will help you read want ads better.

appt.	appointment	hqtrs.	headquarters	p/t	part-time
asst.	assistant (helper)	hrly.	hourly	ref.	references
bgn.	begin, beginning	hr.	hour, hours	req.	required
bgnr.	beginner	H.S.	High School	sal.	salary
		grad.	graduate		
bldg.	building	hvy.	heavy	secy.	secretary
bus.	business	incl.	including	sm.	some
clk.	clerk	loc.	located, location	stk.	stock
co.	company	lt.	light	temp.	temporary
cond.	conditions	mach.	machine	trnee.	trainee
dept.	department	mfg.	manufacturing	vac.	vacation
eqpt.	equipment	mfr.	manufacturer	w.	with
exc.	excellent	min.	minimum	wk.	week
exp.	experience, experienced	mo.	month	wkr.	worker
ext.	extension (part of telephone)	nec.	necessary	wpm	words per minute
fcty.	factory	off.	office	yr.	year
gen.	general	op.	operator	5D	5-Day
gd.	good	pd.	paid		

What You Should Know About: Employment Agencies

What is an employment agency? What exactly does an employment agency do? How can an employment agency help you? Let's take a look.



Employment agencies can help you find a job. Employers tell employment agencies about jobs that they have available and what special abilities or skills are needed for the job.



The employment agency then chooses people they think can do the job and sends them to the employer to apply for the job.

There are two kinds of employment agencies, the PRIVATE and the PUBLIC agency. They do the same job but work in different ways.

Private employment agencies are businesses. They must make a profit so they charge a fee to employers and job seekers for their services.



They get paid to find people jobs. Sometimes the employer pays the fee. Other times the person who gets the job pays the fee. Most of the jobs filled by private agencies require some skills.

There is only one public employment agency in each state. This agency has many offices in the state. It is regulated by the U.S. Department of Labor and is responsible for operating the employment service for residents of that state.



In Missouri, the public employment agency is called the Employment Security Division - State of Missouri or Job Service. Most cities in Missouri will have a Job Service office.



Because it is operated by the government, the Employment Security Division will help you find a job and won't charge you a fee. Job Service often helps unskilled workers, or people with no special training, find jobs.

What You Have Learned About Employment Agencies

A. Circle the correct answer in each sentence.

1. Private employment agencies (do, do not) charge a fee for their services.
2. State job services (do not, do) charge a fee for their services.
3. Private employment agencies (do, do not) have to make a profit to stay in business.
4. Employment agencies (do not, do) try to match employees with jobs.
5. Public and private employment agencies (do, do not) get jobs for people.

B. Use the yellow pages of the phone book to answer these questions.

1. Find the name, address, and telephone number of the local office of your state employment service.

Name _____ Address _____

Telephone _____

2. Write the names, addresses, and telephone numbers of two private employment agencies.

Name	Address	Telephone
------	---------	-----------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

What You Should Know About How Friends, Relatives, and Neighbors Can Help You Find A Job

People you know can help you to locate a job. They often know about jobs which are available where they work. Sometimes they know other people who know about jobs that are available.



If a friend, relative, or neighbor helps you find a job it is because the person feels that you want a job and will work hard at it.



Asking people you know about jobs is a good way to find a job. When someone tells you about a job, ask them whom you should contact, and if they know how much the job pays.

What You Have Learned About How Friends, Relatives, and Neighbors Can Help You Find A Job

Write in the correct column the names of persons you know. Also write the name of the place each person works and the kind of jobs that might be available where they work.

Compare your list with other classmates to see the variety of jobs available.

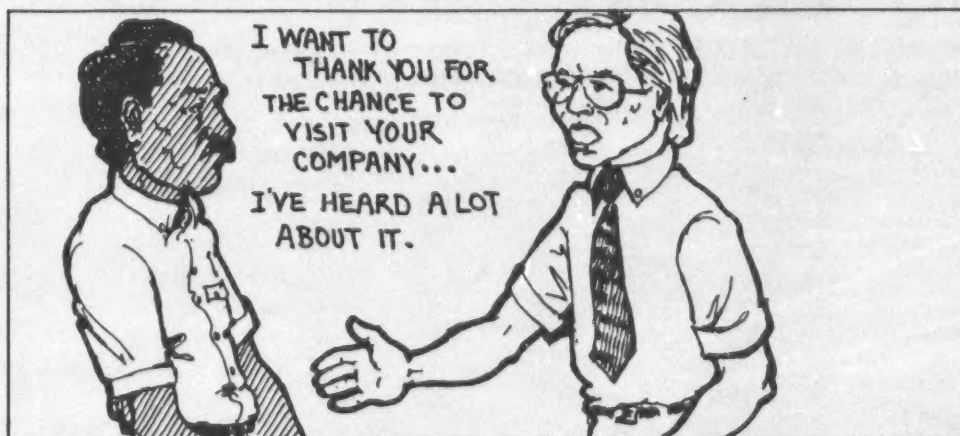
FRIEND, NEIGHBOR, OR RELATIVE	PLACE PERSON WORKS	KINDS OF JOBS

What You Should Know About Pounding the Pavement



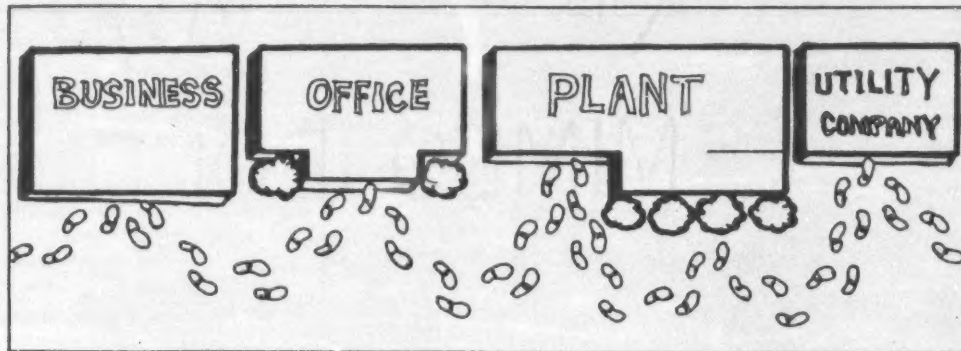
Sorry, pounding the pavement does not mean what the picture shows. Any ideas about what it means?

Right, it means going out and looking for a job. It means to find the job you want by personally going to the businesses that offer that job!



This is another good way to get a job. It is hard to work, takes a lot of time, and can get very frustrating but it gets good results.

You must be prepared before you start pounding the pavement. That is what you will learn in this guide and that is what will help you to get a job!



Pounding the pavement is a good way to find a job but being prepared is more important than any method you use!

What You Have Learned About Pounding the Pavement

For this activity you will need a phone book.

List three jobs you would like to do. Use the phone book to find businesses that have that kind of job. Write those names and addresses below.

JOB I WOULD LIKE	NAME OF BUSINESS	ADDRESS OF BUSINESS

Name: _____

Unit 7 Review

- A. The help wanted ad below contains six items of information to help you look for a job. Read the ad and write what each numbered item tells you.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**AUTOMOTIVE
TECHNICIAN
WANTED**

Familiar with late model Ford ignition systems, rack and pinion repair, VV carburetor repair, automatic trans. repair, front end alignment, Ford or Lincoln Mercury dealership preferred.

Apply in person to:
Mark Jones, Service Manager
Monday-Tuesday, 9am-5pm
Joe Smith's Ford
2100 West Worley

- B. Choose the best word to complete the following sentences.

lead free source prepare fee skilled unskilled

1. Private employment agencies charge a _____ for their services.
2. Before you pound the pavement, you must _____ yourself for meeting with employers.
3. A friend, relative, or neighbor can be a good _____ of information about jobs.
4. The Missouri Employment Security Division services are _____ to Missouri residents.
5. Work you don't need special training for is called _____ work.

Unit 7
Finding Job Opportunities

C. Circle the letter of the one best answer.

1. Which of the following would not be a source of information about job openings?
 - a. Internal Revenue Service
 - b. Friends and neighbors
 - c. State Employment Service
 - d. Relatives
2. When looking for a job, what should you find out from the source?
 - a. Hours and wage
 - b. Person to contact and wage
 - c. Job title and hours
 - d. Vacation and wage

D. Put an X in front of ways to find jobs.

- _____ 1. Use help wanted ads.
- _____ 2. Wait for someone to call you.
- _____ 3. Read news magazines.
- _____ 4. Talk to your friends, neighbors, and relatives.
- _____ 5. Pound the pavement.

My evaluation shows that I understand this unit and that I am ready to continue.

Student Signature

The student has completed this unit to my satisfaction and is now ready to continue.

Instructor Signature